

Course EXC1003: Microsoft Excel 2010 – Advanced Level

One Day, Instructor-Led

Pre-requisites

- Excel 2010 – Intermediate

Course Outline

Unit 1: Logical and Statistical Functions

- The IF and Nested IF Functions
- The Statistical Functions

Unit 2: Financial and Date Functions

- The PMT Function
- Date and Time Functions
- Array Formula

Unit 3: Lookups and Data Tables

- VLOOKUP and HLOOKUP Functions
- MATCH and INDEX Functions
- Creating Data Tables

Unit 4: Advanced Data Management

- Validating Cell Entries
- Exploring Database Functions

Unit 5: Exporting and Importing

- Working with HTML Format
- Working with PDF Format
- Working with TXT Format

Unit 6: Analytical Tools

- Using Goal Seek and Solver
- Creating Scenarios

Unit 7: Basic Macros

- Creating and Running Basic Macros
- Setting Macro Availability and Security

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes